

15 APR 1969

MEMORANDUM FOR: [REDACTED]

SUBJECT : Work Coverage During Leave

1. While I'm away from the Office, you may be called upon officially to fill in for me on certain Records Officer duties. The duties which may require most urgent attention are those related to Forms and Files equipment because regulations require that printing requisitions and equipment requisitions be reviewed and approved by the Records Officer. [REDACTED] in A&TS, Logistics, also may sign these in my absence and this should remove any necessity to call upon you for anything but problem cases.

2. Similarly, the requests for material to or from the Records Center may be signed for me by [REDACTED] in my office or referred to the CIA Records Officer, [REDACTED] Room 604, 1016 - 16th Street, N. W.) thereby saving you any concern on routine matters in that area as well.

3. Although [REDACTED] has my files index and procedures outline and has demonstrated an excellent ability to handle the day to day paperwork required, I'm sure she will feel more comfortable in her work if she can keep in touch with you during my absence.

[REDACTED]
[REDACTED]
Records Management Officer
Office of Security

Distribution:

Orig. - Adse.

[REDACTED]